



# City of NORFOLK

C: Dir., Emergency Preparedness & Response

To the Honorable Council  
City of Norfolk, Virginia

July 14, 2014

From: James Redick, Director of Emergency  
Preparedness & Response

Subject: 2014 Local Emergency  
Management Performance Grant

Reviewed: Wynter C. Benda  
Wynter C. Benda, Deputy City Manager

Ward/Superward: Citywide

Approved: Marcus D. Jones  
Marcus D. Jones, City Manager

Item Number:

**R-8**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description**

This agenda item is an ordinance to accept funds from the Virginia Department of Emergency Management ("VDEM") through the 2014 Local Emergency Management Performance Grant ("LEMPG") for an amount of \$113,617.00. This grant is to support salaries and other emergency management related costs.

IV. **Analysis**

The Office of Emergency Preparedness and Response applied for a matching funding grant from the VDEM through the 2014 LEMPG, (CFDA # 97.042) from the United States Department of Homeland Security ("DHS") Federal Emergency Management Agency ("FEMA").

V. **Financial Impact**

The \$113,617.00 grant received from VDEM requires a local cash match. The City of Norfolk ("City") has previously appropriated the required local match of \$113,617.00 in the FY 2016 Operating Budget.

VI. **Environmental**

N/A

VII. **Community Outreach/Notification**

Public notification for this agenda item was conducted through the City's agenda notification process.

**VIII. Board/Commission Action**

N/A

**IX. Coordination/Outreach**

This letter and ordinance have been coordinated with the City Attorney's Office, the Office of Budget and Grants Management and the Office of Emergency Preparedness and Response.

Supporting Material from the City Attorney's Office:

- Ordinance

Form and Correctness Approved: RAVBy [Signature]  
Office of the City Attorney

Contents Approved:

By [Signature]  
DEPT. Emergency Management

NORFOLK, VIRGINIA

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 113,617

1000-74-102-5110-749

2275-74-8929-8929

Christine Mancoske  
Acting Director of Finance

Account

6/23/15

Date

**ORDINANCE No.**

AN ORDINANCE ACCEPTING \$113,617 IN LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT FUNDS FROM THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT, APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS AND AUTHORIZING THE EXPENDITURE OF UP TO \$113,617 IN LOCAL MATCHING FUNDS TO SUPPORT SALARIES AND FOR OTHER EMERGENCY MANAGEMENT RELATED COSTS.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That \$113,617 in grant funds from the Virginia Department of Emergency Management to support salaries and for other emergency management related costs, are hereby accepted.

Section 2:- That \$113,617 in grants funds are hereby appropriated and authorized for expenditure to support salaries and for other emergency management related costs, if and when the funds are made available from the Virginia Department of Emergency Management.

Section 3:- That a local cash match of up to \$113,617 in previously-appropriated funds is hereby authorized to be expended to support salaries and for other emergency management related costs.

Section 4:- That this ordinance shall be in affect from and after its adoption.



**Mahone, Scott**

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**From:** Bagby, Jocelyn (VDEM) <Jocelyn.Bagby@vdem.virginia.gov>  
**Sent:** Tuesday, May 19, 2015 3:25 PM  
**To:** Redick, Jim; Mahone, Scott  
**Subject:** FY 2014 Local Emergency Management Performance Grant  
**Attachments:** FY 14 Norfolk City LEMPG Grant Agreement.pdf

Subject Line: FY 2014 Local Emergency Management Performance Grant

I am pleased to inform you that the Virginia Department of Emergency Management Grants Office has approved the application for funding under the FY 2014 Emergency Management Performance Grant CFDA# 97.042 in the amount of \$113,617.00. Norfolk City will use grant funding to support local emergency management.

Enclosed you will find the Grant Award and Special Conditions documents. **Please return this executed Grant Agreement and Special Conditions within 30 days from the receipt of this letter.** This award is *subject* to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement, and the award will be subject to termination for cause or other administrative action as appropriate.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, you will be required to enter all financial documentation, which includes request for funds in the VDEM Grants Management System. This process has already been initiated with the on-line budget development for this project and your Grant Award ID is 6851. Any changes to the budget will require preapproval by the VDEM Grants Office and must be requested through the system.

The end of the program period is June 30, 2015 for obligation purposes and July 31, 2015 to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.gov/em/grants>.

If you have questions regarding this award, please contact Jocelyn Bagby. Congratulations, and we look forward to working with you.

Jocelyn Bagby  
Grants Administrator- Regions 1, 2, 5, 7, HRUASI & SLIGP  
Virginia Department of Emergency Management  
10501 Trade Ct. Richmond, VA 23236  
[jocelyn.bagby@vdem.virginia.gov](mailto:jocelyn.bagby@vdem.virginia.gov)  
804-897-9766 (office)  
804-897-6613 (fax)



Virginia Department of  
Emergency Management

Grant Agreement

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Norfolk City  
810 Union St, Suite 1101  
Norfolk, VA 23510

4. AWARD NAME: 2014 Local Emergency Management  
Performance Grant

5. PROJECT PERIOD: FROM 07/01/2014 TO 06/30/2015  
BUDGET PERIOD: FROM 07/01/2014 TO 06/30/2015

6. AWARD DATE: May 18, 2015

2. GRANTEE IRS/VENDOR NO.

54-6001455

7. TOTAL AMOUNT OF THIS AWARD \$227,234.00

8. FEDERAL AMOUNT OF THIS AWARD \$113,617.00

9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT  
\$113,617.00

3. PROJECT TITLE  
Local Emergency Management Performance Grant

10. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE  
ATTACHED PAGE(S).

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under *The Department of Homeland Security Appropriations Act, 2014 (Public Law 113-76)*

12. METHOD OF PAYMENT

Commonwealth of Virginia Accounting System

AGENCY APPROVAL

GRANTEE ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stern Ph.D.  
State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE  
OFFICIAL

Marcus D. Jones  
County Administrator

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

16A. DATE

6/17/15





Virginia Department of  
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

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Award Name: 2014 Local Emergency Management Performance Grant Grant Award Date: May 18, 2015

**SPECIAL CONDITIONS**

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
  - A. Administrative Requirements
    1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
    2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals; and Other Non-Profit Organizations (OMB Circular A-110)
    3. Virginia Department of Emergency Management Sub-grantee Administrative Guide
  - B. Cost Principles
    1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
    2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
    3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
    4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations
  - C. Audit Requirements
    1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 90 days after the end date of the performance period.
4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

*"Working to Protect People, Property and Our Communities"*



Virginia Department of  
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

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Award Name: 2014 Local Emergency Management Performance Grant Grant Award Date: May 18, 2015

5. The recipient shall **not** undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient **must** comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will **not** be eligible for FEMA funding.
6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.
7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2014 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.
8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

*"Working to Protect People, Property and Our Communities"*





Virginia Department of  
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

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Award Name: 2014 Local Emergency Management Performance Grant Grant Award Date: May 18, 2015

11. National Incident Management System Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.

12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at [www.vaemergency.gov](http://www.vaemergency.gov) under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/oc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/oc_1200693579776.shtm)).





## DOCUMENT TRANSMITTAL FORM

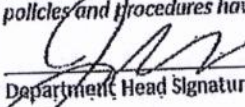
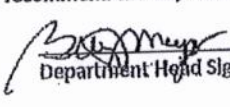
Use for Contracts, Agreements, RFPs, and Grants

For CM Office use only:

DTS # \_\_\_\_\_

Date CM signed: \_\_\_\_\_

/2014

<b>TITLE</b>	Local Emergency Management Performance Grant
<b>PARTY</b> (Company and principal's names with which the City is entering into the agreement.)	Virginia Department of Emergency Management (VDEM)
<b>EFFECTIVE DATES</b> (Start & end dates)	July 1 <sup>st</sup> , 2015- June 30 <sup>th</sup> , 2016
<b>TOTAL DOLLAR VALUE</b>	227,234.00 50% match
<b>FUNDING SOURCE</b> (Operating or capital budget; budget year; grant or other source)	Grant
<b>TYPE</b> (New or extension)	Continuation
<b>SUMMARY OF SCOPE OF SERVICE/ PROGRAM</b>	The Annual Grant from VDEM will go towards Emergency Management salaries and other related emergency management costs and expenditures
<b>PROCUREMENT METHOD</b> (RFP, Sealed BID, etc.)	n/a
<b>VALIDATION OF PROCUREMENT METHOD</b> (Certification that this is not a sole source procurement; description of MWBE outreach efforts)	n/a
<b>CALL OUTS</b> (Indicate any unique circumstances regarding provisions such as procurement protest pending, emergency purchase or other time sensitivity, so forth, along with any other pertinent information)	This is a matching Grant requires a cash match of \$113,617.00 Match account: 2100-74-102-5110-749
Please indicate if there is a legitimate required date by which the City Manager needs to respond.	
<b>Certificate of Satisfaction:</b> I (We) hereby certify that all reasonable due diligence has been performed to sufficiently develop the contents and implications of the attached document in a manner to protect and account to the public. Further, all City policies and procedures have been adhered to and therefore, I (we) recommend the City Manager execute this document.	
 Department Head Signature	3/24/15 Date
 Department Head Signature	5-6-15 Date
_____ Department Head Signature	_____ Date
_____ Department Head Signature	_____ Date
<b>Review and Concurrence by DCM</b>	<b>Review and Concurrence by CM</b>
_____ Deputy City Manager	_____ City Manager
_____ Date	_____ Date

APPROVED

3. Systems, Public Notification and  
Warning  
*Function:* Equipment  
*Category:* Information Technology  
*Discipline:* Emergency Management  
*Description/Rationale:*  
Support local public alert system  
*Quantity: 1 Unit Cost: \$50,000.00*  
*Total: \$50,000.00*

**Line Item Log**

Action	User	Date/Time	Comment	Q	Unit Cost	Total
Line item updated	Scott Mahone	5/4/2015 2:38 PM		1	\$50,000.00	\$50,000.00
Line item created	Latoya Vaughn	02/19/2015 04:15 PM		1	\$50,000.00	\$50,000.00



## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the modification of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of the certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose according. The certification is a material representation of the fact on which reliance was placed when this transaction was made or entered into. Submission of the certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned state, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

City of Norfolk

Printed name and title of authorized representation

Marcus Jones, City Manager

Signature

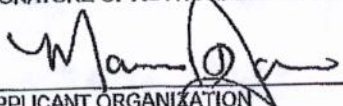
[Handwritten Signature]

Date

5/7/15



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Norfolk	DATE SUBMITTED April 22, 2015



(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Emergency Operation Center

3661 E Virginia Beach Blvd

Norfolk, Virginia. 23502

Check

☐ If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.